

City of WILLMAR

Position Title: Human Resource Director

Department: Administration

Department Head: City Administrator

Immediate Supervisor: Same

Pay Range: 11 **FLSA Status:** Exempt

HUMAN RESOURCE DIRECTOR

<i>APPROVED:</i> July 18, 2016
<i>REVISED:</i>
<i>REVISED:</i>

PURPOSE

This is a director level position, responsible for directing the Human Resources functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. Administers and coordinates a wide variety of human resources functions, including recruitment, employee and/or labor relations, compensation management, benefits administration, training, performance evaluation, workers compensation, personnel policies and maintenance of personnel records. It is a fundamental expectation that this position will work collaboratively with staff among all departments to human resource functions across the organization and develop effective and communicative working relationships.

ORGANIZATIONAL RELATIONSHIPS

Communicates with: *Internally* - City Administrator, other department directors, City Council, Administrative Assistant; *Externally* - other Human Resource Professionals, League of MN City attorneys.

SUPERVISES: As Assigned

ESSENTIAL FUNCTIONS

1. Ability to identify unmet needs and proactively develop recommendations to maintain compliance with best practices, internal controls, and core values
2. Assist with overseeing the formulation of City personnel policies, goals and objectives in alignment with City Council goals.
3. Provide a leadership style which promotes collaboration, innovation, and a spirit of teamwork that fosters individual and organizational growth.
4. Coordinates new employee on-boarding and orientation; prepares new employee orientation packets.
5. Encourage and promote individual staff development to ensure the highest quality of service and knowledge.
6. Develop and maintain an effective, well trained staff. Work with employees to plan staffing needs and participate in the selection of personnel. Promote proper training and supervision of all employees to provide flexibility, broaden expertise and provide overall growth and career development.
7. Actively participate as an integral, engaged, contributing member of the senior management team and serve as a team resource in areas of human resources.
8. Performs other duties and assumes other responsibilities as apparent or as delegated.

HUMAN RESOURCE DIRECTOR

HUMAN RESOURCES FUNCTIONS

- Manages the day-to-day human resource programs to include employee relations, recruitment, selection, orientation, compensation, records management, position descriptions and evaluation systems.
- Research and make recommendations for personnel policies and procedures in compliance with state and federal laws.
- Plan and direct administration of benefits programs; analyze existing benefits policies; recommend benefit plan changes.
- Responsible Authority for the Data Practices Act as it relates to personnel.
- Acts as member of City's Safety Committee, responsible for assisting departmental safety practices, programs and policies are in compliance, including safety training.
- Manages the recruitment and selection process for City positions in conjunction with department heads including: advertising, screening, interviewing, testing, applicant correspondence and background checks.
- Develops and revises job descriptions, establishes minimum qualifications, evaluates classification and compensation issues and oversees or performs job evaluation work.
- Prepares and submits Pay Equity compliance reports and ensures the City meets all requirements.
- Serves as internal contact for questions concerning employment issues. Provides advice and coaching to employees and management on a variety of issues and approves personnel actions regarding promotion, performance management, discipline, grievances, etc.
- Conducts research, identifies concerns and develops proposals and responses for union negotiations; assists the City Administrator in negotiating the labor agreements and interprets and administers the contracts.
- Reviews and analyzes state and federal laws, rules and regulations related to employment and labor relations to determine actions necessary for compliance and to reduce liability.
- Oversees the development, updating and enforcement of personnel policies; ensures any changes are disseminated to all affected employees and provides training on policies as needed.
- Oversees employee leaves of absences, including FMLA, Parenting Leave, Military Leave, etc; advises employees on eligibility for continued benefits during the leaves and administers COBRA.
- Oversees the Workers' Compensation program, including investigating and processing claims, and reviewing claims for trends; identifies actions to reduce the number and severity of injuries and manages return to work issues.
- Oversees and manages the grievance and discipline process in conjunction with the City Administrator and advises management staff on these and other performance issues and concerns.
- Serves as the ADA Coordinator for Employment, Data Compliance Officer for Personnel and Labor Relations Data and HIPPA Privacy Officer for employee health plans.
- Administers the City's drug and alcohol testing programs; works with outside providers for referrals to substance abuse professionals and compliance with relevant laws and rules.

HUMAN RESOURCE DIRECTOR

- Obtains market information periodically; analyzes various salary surveys and may recommend adjustments to the salary schedule. Oversees the City's data entry for the LMC salary survey.
- Determines and recommends employee relations practices and personnel policies necessary to establish a positive employer-employee relationship and promote a high level of employee morale.
- Administers the City's employee benefit program including employee insurance, time off, holidays, etc.; works with outside insurance agents and plan administrators to ensure contractual requirements are met and employee concerns are resolved.
- Manages the employee insurance renewal process and open enrollment meetings and conducts new employee orientation; oversees benefit enrollment and changes.
- Maintains employee records including personnel, medical/legal, training, safety, and other confidential materials; prepares correspondence including letters, spreadsheets, notices, postings, forms, etc.
- Determines FLSA status for all positions and assists in ensuring compliance with federal and state laws.
- Establishes and maintains all permanent personnel files; approves all items entered and removed from the files.

OTHER FUNCTIONS

- Conduct research and makes recommendation on city-wide personnel initiatives.
- Assume additional responsibilities as apparent or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of personnel, labor/employee relations, policies, and practices including applicable federal and state laws and regulations.
- Working knowledge of the principles and practices of public administration and a working knowledge of these techniques as applied to governmental activities.
- Working knowledge of state, federal, and organization requirements.
- Ability to develop, mentor, and coach assigned personnel.

COMPETENCIES COMMON TO ALL CITY POSITIONS:

- Develop and maintain a thorough working knowledge, and comply with all departmental and applicable City policies.
- Demonstration, by personal example, of the service, excellence, and integrity expected from all staff in alignment with City's core values.
- Develop respectful and cooperative working relationships with co-workers.
- Confer regularly with and keep immediate supervisor informed of all important matters
- Represent the City of Willmar in a professional manner to the general public, fellow co-workers, and outside contacts and constituencies.
- Ability to take initiative and develop ideas in solving problems presented.
- Experience working independently with strong self-motivation and time management skills.
- Possess unquestioned honesty and integrity and a high sense of personal and professional ethics.

HUMAN RESOURCE DIRECTOR

- Ability to effectively communicate tactfully, professionally, and courteously, both orally and in writing.
- Able to speak professionally and effectively in public.

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources, public administration, business administration or related field
- A minimum of five years progressively responsible experience.
- Three years professional experience in Human Resources/Labor Relations
- Considerable knowledge of computer applications to include word processing, spreadsheet, and presentation software.
- Valid driver's license with Minnesota driving privileges
- Successful completion of pre-employment physical and drug screen.
- Successful completion of comprehensive pre-employment background investigation.

DESIRED QUALIFICATIONS

- Master's degree in public administration, business administration or related field.
- Previous experience with public sector/municipal personnel administration.

WORKING CONDITIONS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, feel, operate objects, tools or keyboards, speak intelligibly, hear and read. The employee is frequently required to stand, walk, and reach hands and arms. The employee must frequently move, turn, lift and carry objects weighing up to 50 pounds. Examples of lifting and carrying include, but are not limited to, paper, electronic equipment, books, and exhibit displays. Specific vision abilities required for this job include close vision and the ability to adjust focus. and other visual activities. Uses fine motor skills.

HUMAN RESOURCE DIRECTOR

Sample Job Add

The City of Willmar is accepting applications for a full-time Human Resources Director. This director level position is responsible for directing the Human Resources functions within the Administration Department. The successful applicant will be able to proactively and cohesively lead the department's many facets in alignment with the City's core values, strategic plan, and best practices. It is a fundamental expectation that this position will work collaboratively with staff among all departments to align internal services functions across the organization and develop effective and communicative working relationships.

Minimum Qualifications: Bachelor's degree in human resources, public administration, business administration or related field. A minimum of five years progressively responsible experience. Three years professional experience in Human Resources/Labor Relations. Considerable knowledge of computer software. Valid Minnesota drivers license. Successful completion of pre-employment physical and drug screen. Successful completion of comprehensive pre-employment background investigation. **Starting Salary:** \$, depending on qualifications, plus full benefits. **Application Deadline:** June 1 __, 2016. For more information and to apply, please visit www.willmarmn.gov. EOE. TTY/TDD: (320) 214-5160.